DLM District Test Coordinator Checklist

Step	Completed
1. **Read the DATA MANAGEMENT MANUAL.** This manual provides step-by-step instructions on how to complete all of the DLM uploads as well as how to edit information loaded in the Educator Portal.	
2. **Use the resources on the DLM Website to become familiar with the DLM assessments and the procedures to prepare your district's data.**	
3. **Make sure you have access to Educator Portal. Contact Mike Peacy if you do not have access.** a. Log in to your EP account and complete the annual security agreement upon your first login. b. See the EDUCATOR PORTAL USER GUIDE for procedures. c. **Do not give out, loan or share your password with others. All users should have their own accounts. Contact DPI in order to assign the District Test Coordinator role to a different user.**	
4. **Collect educator, student, and roster data for the DLM alternate assessment and upload them into Educator Portal.** *Collaboration and communication with Special Education teams is critical to ensure that everyone understands their roles and responsibilities.* a. Ensure that every student whose IEP indicates participation in the alternate assessment is loaded in Educator Portal, including homebound and hospitalized students. b. Use the Data Management Manual and the provided templates to prepare user, enrollment, and roster files. Comma-Separated Values (CSV) templates are available on DLM webpage. c. Templates must always be saved as a CSV file and follow the format structure outlined in the Data Management Manual. d. Use the DLM assessment coordinator training videos if necessary.	
5. **Verify data for accuracy prior to the opening of the assessment window opening on March 18, 2019.**	
a. Review and confirm *user* data from the previous year. Deactivate accounts for users who are no longer active in your district. Manually update users or upload user file to EP if necessary. See pages 33-48 in the Data Management Manual.	
b. Review and confirm *student* data accurately uploaded. Ensure that the student WiseID, grade, date of birth, spelling of name, demographic information, etc. is correct. See page 70 of the Data Management Manual for information on how to edit a record manually.	
c. Confirm students and educators are linked to correct *schools*.	

Step	Completed
d. Confirm students are linked to the correct educator *roster* for each content area to be tested. Districts must create rosters for each test administrator and for each content area assessed by that teacher. DLM assesses: • ELA and Math in grades 3-11, • Science in grades 4 and 8-11, and • Social Studies in grades 4, 8 and 10. Students can only be on one roster per content area.	
6. **Manage student moves as needed**. See page 85 of the Data Management Manual under *Manage Student Moves and Transfers*.	
7. **Review the** DPI DLM Calendar **to ensure important timelines are met.**	
8. **Communicate necessary information to Test Administrators**. Please send out the DLM Test Administrator Checklist to all test administrators so that they understand required steps and procedures.	
9. **Monitor completion of the Required Test Administration Trainings using the Report function in Educator Portal**. See page 84 of the Educator Portal User Guide to run a report. All test administrators must complete training annually in order to be able to administer the DLM assessment. Anyone with the role of 'teacher' has access to the required trainings in Moodle.	
10. **Monitor completion of the student Personal Needs Profile and First Contact Surveys in Educator Portal.** Test tickets will not be produced unless these are completed and submitted by the test administrator. See page 31 of the Educator Portal User Guide.	
11. **Ensure your technology personnel has installed the most current version of KITE Client on assessment devices.** a. Confirm that all computers and devices being used to test students have the latest version of the KITE client installed. b. The KITE Client needs to be re-installed this year as older versions will not be compatible with current years. The DLM website provides information on version availability and system status for the KITE SUITE**.**	
12. **Make sure test tickets are printed for Test Administrators (or that they know where to find them) once the test window opens.** Test tickets are not available prior to March 18. See page 51 of the Educator Portal User Guide.	
13. **Make sure test administrators know how to access the Testlet Information Pages (TIPs) prior to administering the assessment.** See page 54 of the Educator Portal User Guide.	
14. **Monitor test administration using the Report function in Educator Portal.** See page 74 in the Educator Portal User Guide. The table below shows the required number of testlets per grade and content area.	
15. **Report any irregularities to DPI immediately**. Please complete the Incident Report Form.	

DLM District Test Coordinator Checklist

If you need assistance:
Visit DLM and Wisconsin Department of Public Instruction websites:
- DLM's Wisconsin Page: http://dynamiclearningmaps.org/wisconsin
- Wisconsin DPI DLM Page: http://dpi.wi.gov/assessment/dlm

Contact the DLM Service Desk:
- 1-855-277-9751
- DLM-support@ku.edu – When emailing the helpdesk, do not send Personally Identifiable Information (PII) for a student. If necessary, DLM will arrange a secure file transfer for this information to be shared.
  - DLM will assist districts who need help uploading their data files.

Contact Wisconsin DPI:
- Assessment Related Questions: michael.peacy@dpi.wi.gov or 608-267-1288
- Special Education Related Questions: iris.jacobson@dpi.wi.gov 608-266-1781

Additional DLM Resources:
- DLM FAQ
- DLM District Staff Training Resources- Short guides and tutorials for Educator Portal and Data Management
- Parent Brochure WI (pdf)- basic information for parents about the DLM assessment
- Sample Parent Letter/Guide to DLM Score Reports (docx)- Under Scoring and Reporting

Number of Testlets for Spring Assessment
This chart shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses ELA and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10.

Test Administrators should verify that they have completed all required testlets before the end of the test window.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	6	7	9	-
4	7	7	9	1
5	6	7	9	-
6	6	6	9	-
7	6	6	9	-
8	6	6	9	1
9	6	6	9	-
10	6	6	9	1
11	6	5	9	-

Where Do You Find....?

THINK: Educator Portal
Is for <u>Educators</u>

THINK: KITE Client
Is for <u>Kids</u>

DLM WI Web Page dynamiclearningmaps.org/wisconsin		Educator Portal educator.kiteaai.org/AART/ userHome.htm	Moodle Training.dynamiclear ningmaps.org	KITE Client- Download http://dynamiclear ningmaps.org/kite
Test Administration Manual	Accessibility Manual	DLM Security Agreement	Test Administrator Training Modules	Utilize student usernames and passwords
Blueprints for ELA	Blueprints for Math	Student Rosters	Test Administrator Module Post-Quizzes	Students' Testlets
Educator Portal User Guide	Blueprints for Science	Personal Needs Profile & First Contact Survey	Certificate of Completion	Practice Testlets (using demo student profiles e.g., demo.lisa)
Professional Development Modules	Educator Resource Pages for ELA, math and science	Student TIPs Page		
Parent Brochures, sample letters and report information	Guide to Released Testlets &Practice Activities	Retrieval of Student Username & Passwords		